

TOWN OF MAYNARD

MEETING MINUTES

Maynard Community Preservation Committee

Maynard Town Hall, Room # 101 (lower level)

Wednesday, August 19, 2015 at 7:00 PM

Attendance: Duggan, Dwyer, Hesbach, Hull, Jones, Lefferts

ADMINISTRATION:

- Review and approve minutes from previous meeting, 15 Jul 2015.
 - Motion by Jones, 2nd by Duggan Approved
- Update on Newspaper Add
 - Adds published in Beacon & Action Unlimited
 - Dates published reflected 2014 – not 2015
 - Dwyer updated article for next year.
- Update on Award and Conditions letters
 - Fowler & Green Meadow's letters Received
- Discussion of standardized letters for awards and conditions
 - Hesbach to update the templates
- Discussion of using Admin funds to cover committee attendance at appropriate conferences
- Other Administrative issues
 - Hiring of an admin assistant
 - Stow job description received – to be circulated
 - Duggan to modify Job Description & discuss with Andrew Scribner-McLean
 - No update on the Golf Course Club House Reimbursement to the CPC
 - Wayland had a similar incident – look to it for guidance. Duggan to discuss with Scribner-McLean regarding facility.

CORRESPONDENCE:

- Mail received
 - Stow Job description
 - Fowler & Green Meadow signed Letters of Condition
 - Contracts for Fowler project.

BUSINESS:

- Update on ongoing projects
 - Cabinet
 - Not made to spec – items need to be remade
 - Coolidge Reuse
 - Used \$1450 for a preservationist to go through to determine what's worth saving.
 - Committee is now complete. Need to ensure the remaining CPC-allocated funds to the Coolidge Reuse Committee come back to the CPC without further expenditures.
 - Fowler sample contract received
 - Green Meadow working contracts for surveyors & architect
 - Memorial Park RFP went out 20 Aug for the study.
- Filling Committee vacancies
 - Judy Burgess interested still – but not here owing to family obligations.

Date Submitted: Wednesday, August 19, 2015

- Financial Subcommittee update
 - Still awaiting historical CP3 forms
 - Dwyer to ask Guzzo for
- Review procedure for submitting applications
- Old Business
 - None
- New Business
 - None

Upcoming Meetings:

- Determine next regularly scheduled meeting.
 - **02 September 2015**

Motion to adjourn by Hull, second by Duggan. Meeting adjourned at 7:52pm

THESE MINUTES SUBMITTED BY:

Thomas Hesbach, Member